

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice CN-900

For: CMA's, LSA's, Cotton State and County Offices

Cotton Duplicated Bales

Approved by: Deputy Administrator, Farm Programs



1 Overview

**A
Background**

Cotton Duplicated Bale Reports were provided by KCMO in July. The Duplicated Bales Report must be reviewed and corrective action must be taken.

The process should be completed before the beginning of the 1999 crop year.

**B
Purpose**

This notice provides instructions to cotton County Offices, CMA's, and LSA's about the correct procedure for handling the duplicated bales.

**C
Contact**

Direct any questions about the action to be taken through the State Office to PSD.

After completing the corrections required by this notice:

- State Offices shall notify Sharon Rafter
- CMA's shall notify either:
 - Sharon Rafter
 - Mike Mandere at 202-720-4970.

Disposal Date

November 1, 1999

Distribution

CMA's, LSA's, and Cotton State Offices; State Offices relay to applicable County Offices

Notice CN-900

2 Action

A

Identification of Incorrect Loans or LDP's

Cotton County Offices, CMA's, and LSA's shall:

- review the Duplicated Bales Report
- determine which transaction was correct.

The receipt processed first will be the correct transaction. No further action is required concerning the correct transaction. The transaction that included the duplicated bale must be corrected.

B

Correction of the Incorrect Loan or LDP

County Offices shall follow procedure in 7-CN, Part 7, Section 4 to correct the loan or LDP that was made erroneously.

Screen ANK52010 will ask, "Is the check to be canceled available?" and will list:

- program code
- amount
- check number
- issue date
- loan number.

IF...	THEN...
the loan was disbursed by direct deposit	ENTER "N".
the loan will not be re-entered	ENTER "N".
the loan will be re-entered with corrected information	ENTER "N".
the incorrect gin tag number was entered because of a typographical error, with no other changes	ENTER "Y".

Continued on the next page

2 Action (Continued)

B

**Correction of the
Incorrect Loan
or LDP
(Continued)**

The **only** time you will answer “Y” to “Is the check to be canceled available?” is when the error was a simple case of typographical error on the gin tag number. The loan or LDP in question must have been disbursed with a check.

CMA’s and LSA’s shall follow corrective action procedure in:

- 1-CMA, paragraph 37
 - repayment procedure in 1-CMA, paragraph 70
 - 21-CN, paragraph 95.
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C

**Receivable
Created in
Correction
Process**

If “Is the check to be canceled available?” is answered “N”, a receivable will be created. When re-entering the corrected loan or LDP, make the check payable to “CCC”. The check must be applied to the receivable as a repayment. Any amount left on the receivable shall be collected from the producer.
